

ALLIED HEALTH (AH) TEMPLATE

INTRODUCTION

The Allied Health (AH) Template must be completed by institutions offering allied health programs that provide laboratory practice involving the handling of blood and body fluids as part of their training, including, but not limited to nursing assisting, phlebotomy, medical assisting (back office), and dental assisting–programs. The template supplements and augments ACCET Document 3.1 – Analytic Self-Evaluation Report, which incorporates the ACCET Standards for Accreditation (Document 2). The template expands upon the ACCET Standards specifically referenced herein by adding Specific Field Criteria and Supplemental Questions/Statements, in order to elicit a more relevant and valid self-evaluation of the institution and emphasize those standards where unique characteristics are identified.

ALLIED HEALTH PROGRAMS

Clinical allied health programs provide laboratory practice involving the handling of blood and body fluids as part of their training, including, but not limited to: nursing assisting, phlebotomy, medical assisting (back office), and dental assisting–programs. These programs are specifically offered to prepare students for employment in these healthcare careers. While vastly different in overall objectives and length, each of these clinical programs contains common elements that are addressed in this template relative to laboratory settings and externships/internships/practicums. Note: This template does not pertain to allied health programs without laboratory training such as medical billing and coding, medical transcription, medical office administration, health information technology, and massage therapy.

SPECIFIC FIELD CRITERIA AND SUPPLEMENTAL QUESTIONS/STATEMENTS

STANDARD IV - CURRICULUM DESIGN AND DEVELOPMENT

The institution’s curriculum design and instructional materials are up-to-date, educationally sound, and appropriate for the expected outcomes of the program/courses.

- A. Educational Goals and Objectives: The institution’s programs and courses have appropriate educational goals and objectives. The curriculum content and learning experiences are preplanned and present a sound, systematic, and sequential educational methodology. Sufficient and appropriate knowledge and skill elements are included to meet the specific and measurable performance outcomes expected for the courses and programs.**

Specific Field Criteria for Allied Health: Allied health programs that include an externship/internship/practicum component must demonstrate that students are instructed in appropriate laboratory skills prior to their externship/internship/practicum. The externship/internship/practicum must be appropriate to the length and scope of the program.

Supplemental Questions/Statements for Allied Health:

- Provide a copy of the syllabus/course outline for the externship/internship/practicum components of the allied health programs offered by the institution.
- If a government regulating board or programmatic accreditor stipulates curriculum content, whether in number of hours of lab/clinical or in topics, provide a copy of these regulations.

C. Externships/Internships: When required a part of a program, an externship/internship or other training-related work experience is based on a preplanned outline of the specific knowledge, skills, and experience to be acquired. Written policies and procedures for the supervision and evaluation of externships/internships are established and followed by the institution to ensure consistency and effectiveness. The institution provides a sufficient number of sites to ensure appropriate and timely learning experiences in its externship/internship program.

Specific Field Criteria for Allied Health: The institution provides an externship/internship/practicum experience that meets the ACCET definition in Document 33 – Definitions.

Supplemental Questions/Statements for Allied Health:

- What provision does the institution make to obtain student feedback from their externship/internship/practicum sites?

STANDARD V – INSTRUCTIONAL DELIVERY AND RESOURCES

The institution utilizes appropriate and effective instructional methods and other resources to ensure sound instructional delivery, which may be provided through a variety of delivery modes, including traditional classroom/lab instruction, interactive distance learning, and blended instruction.

B. Learning Resources, Equipment, and Supplies: Learning resources support the goals and objectives of the programs offered by the institution. Adequate, appropriate, up-to-date, and functional equipment, learning resources, supplies, and furnishings are readily available for instructor and student use and for the effective delivery of institution's education and training.

Specific Field Criteria for Allied Health: Equipment for the safety of the student must be maintained in working order and in sufficient number in all institutional laboratory settings. Such safety equipment must include fire extinguishers, biohazard containers, eye-wash stations, first aid kits, and sinks for hand washing. Laboratory spaces must provide appropriate technology.

Supplemental Questions/Statements for Allied Health:

- Provide (as an exhibit) a list of safety equipment in every clinical laboratory used by the institution.
- Indicate the training given to students in the use of safety equipment.

C. Facilities: The institution's facilities are appropriate for the education, training, and student services offered. Instruction is conducted in a safe, accessible, sanitary, and comfortable environment conducive to learning. The facilities meet all applicable local, state, and federal requirements.

***Specific Field Criteria for Allied Health:** The institution's laboratories meet OSHA requirements, including a documented blood-borne pathogen standard and specific exposure control plan. Students are trained in laboratory safety rules and the use of equipment. Institutions offering programs in which students are at risk of exposure to blood and other body fluids must provide training in laboratory safety requirements such as universal precautions and blood-borne pathogen standards.*

Supplemental Questions/Statements for Allied Health:

- Describe the institution's compliance with OSHA regulations in regard to the following:
 - The clinical laboratory environment;
 - Training of students in universal precautions and the use of personal protective equipment (PPE);
 - Documentation of its blood-borne pathogen standard to include an institution-specific exposure control plan;
 - Documentation of annual training of personnel at risk; and
 - Maintenance of material safety data sheets (MSDS sheets).
- Provide the institution's policy for handling hazardous waste and disposal of sharps/biohazard containers, including whether or not the institution uses a service for this function.

STANDARD VII – ADMISSIONS AND STUDENT SERVICES

The institution recruits and enrolls only qualified students who can reasonably be expected to benefit from the education and training services and provides student services appropriate to their needs.

B. Admissions/Enrollment: The institution's written policies for admissions and enrollment are clearly stated, defined, and in compliance with statutory, regulatory, and accreditation requirements. Reliable and regular means are utilized to ensure that, prior to acceptance, all applicants are able to benefit from the education and training services, consistent with ACCET policies. The enrollment process, including any online process, is preplanned, effective, and regularly monitored by the institution to ensure its integrity.

The written enrollment agreement, contract, or application, as applicable, is furnished to appropriate parties before any payment or obligation is made and clearly identifies the rights, obligations, and responsibilities of all parties. This document includes: (1) all costs stated in clear and explicit language, and (2) cancellation and refund policies that comply with statutory, regulatory, and accreditation requirements.

Specific Field Criteria for Allied Health: *Appropriate screening at enrollment must be performed, in accordance with applicable state standards, for communicable diseases. During the admissions process, the institution must disclose any conditions that may adversely impact the students' ability to: (1) benefit from the training, (2) obtain certification/licensure, if applicable, and/or (3) work in the field (e.g. felony convictions).*

Supplemental Questions/Statements for Allied Health:

- Indicate how prospective students are informed of any institutional or government regulations relative to immunizations and testing for communicable diseases.
- Provide the institution's written policy and procedures for collecting and documenting this information.
- Provide the institution's policy for disclosing to potential applicants, prior to enrollment, any conditions that may adversely impact the students' ability to (1) benefit from the training, (2) obtain certification/licensure, if applicable, and/or (3) work in the field (e.g. felony convictions).